



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EMPLOYMENT STANDARDS REVIEWER

Job Number: 20000900

Job Code: 37530V150916

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Reviews all employment standards investigative reports submitted by supervisory and investigative staff for verification of statutory, regulatory and procedural compliance, including those submitted for issuance of a tentative findings of fact. Performs special investigations of business establishments and public works construction projects; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree (including a minimum of two courses in accounting or math).

#### **EXPERIENCE:**

Must have five years of experience in payroll inspection/auditing, payroll analysis, payroll preparation/ computation, or an investigative field that involves the auditing/examination of financial records. Of the above five years experience, three years must have been as an employment standards investigator.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional training in accounting or a related field will substitute for the required experience on a year-for-year basis, except for the three years as employment standards investigator.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in one of the above or related fields will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Analyzes and evaluates cases of employment standards supervisory and field staff. Examines documentation and interpretations of evidence reported to verify appropriate enforcement of statutes and regulations and to ensure that investigative techniques and procedures are in accordance with established policy. Checks the accuracy of audits. Performs special investigations of difficult cases involving complex, technical, and procedural considerations. Performs the functions of an employment standards investigator as needed. Proofs and evaluates cases being submitted to the Director for further administrative, criminal or legal action. Acts as Director's representative in his absence. Prepares summaries of violations for use by county attorneys in prosecuting violators as it pertains to penalties. Prepares work plans and training materials and conducts classroom style seminars and field instruction for field staff. Meets with employers and interested groups upon request to discuss and interpret the various state and federal laws pertaining to wages, hours of work, child labor laws, exemptions from coverage and methods of wage payments. Reviews complaints received in the office for assignment to field staff. Answers correspondence and phone inquiries regarding interpretation and information relating to labor laws and regulations. Prepares records, reports, and any related duties as assigned.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to make physical inspections of business establishments.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*